

# NEWBROUGH PARISH COUNCIL

## Minutes of the Annual Meeting of the Council held on 4<sup>th</sup> May 2016

01-05-1 **Present** Cllrs MW Gibson (Chair), J Annan, IS Hunter, MD Newson, HA Walton and KE Bell

**Also Present:** Clerk, R Macfarlane and County Councillor RM Gibson and Cllr GB Shaw of Warden PC.

01-05-2 **Apologies** Cllr A Smith

01-05-3 **Election of Chairman** Cllr J Annan proposed **Cllr MW Gibson** seconded by HA Walton and all agreed. At this point in the Meeting MW Gibson took the Chair.

01-05-4 **Declaration of Office** Cllr MW Gibson signed the declaration of acceptance of office (LGA 1972 s83).

01-05-5 **Election of Vice-Chairman** Cllr J Annan proposed **Cllr IS Hunter** seconded by HA Walton and all agreed.

01-05-6 **Declaration of Interest** Cllr MD Newson –Newbrough CofE Primary School

01-05-7 **Minutes**

The Minutes of the Meeting of Newbrough PC which was held on 9<sup>th</sup> March 2016 were approved by the Council then signed by the Chairman.

01-05-8 **Matters Arising**

**Pavingstone Work** Phase II work around the Whitebeam trees - DJ Forster Building Services will start the work soon.

**Public Access Defibrillator.**

The Chairman was very pleased to announce the successful liaison between NE Ambulance Service Foundation Trust, Stanegate Festival Committee, Stephen Carey Trust and Newbrough PC had succeeded in securing funding for a Public Access Defibrillator. Cllr Smith has offered to site the defibrillator next to the Red Lion on the side wall of Archway House. Susan and Andy have volunteered to fulfil the required maintenance checks.

**Isos Play Area at Sidgate** The Clerk was asked to contact Isos again about pic-nic seats and goal posts

01-05-9 **Public First Focus**

Councillor Shaw (Warden PC) was welcomed to the meeting and the Council was very pleased to receive plans and diagrams to redesign the War Memorial site. These will form a basis for a new design, which when drawn up will be put out for full consultation.

## 01-05-10 **Communications**

The following correspondence has been forwarded to all councillors:  
CAN Newsletter, Nalc e-news, Love Northumberland Awards 2016

- **Tyne Valley Community Rail Partnership** – Next meeting is on 4<sup>th</sup> June.
- **From the NCC Waste Minimilisation Officer** – Right thing leaflet, Commercial waste leaflet, Hazardous waste leaflet.
- **Staff Changes** Dr David Francis has now retired from CAN and Nalc. Andy Dean is new Chief Executive of Community Action Northumberland and Stephen Rickitt is Nalc's new Chief Officer.
- **Pension Regulator** The Council has submitted details re Automatic Enrolment.
- **Insurance Quotes** Quotes for the parish insurance were received from Aon (Allianz) and Zurich Municipal. The latter being cheaper and also giving better cover.
- **Newbrough Primary School** The Head Teacher has thanked the Council and said that the school was pleased with the medals given to the children to commemorate the Queen's 90<sup>th</sup> birthday.
- **Red Lion Cobbles** The NCC Highway have repaired the damaged cobblestones outside the Inn with tarmac. This looks terrible and has a detrimental impact upon the setting of this listed building set within the Newbrough Conservation areas. The Clerk was asked to contact NCC.

## 01-05-11 **Roads**

**Interactive Speed Sign** The new sign will be delivered to Humshaugh this week. Cllrs Walton and Hunter volunteered to attend training and assist with moving the sign.

## 01-05-12 **Footpaths**

The damage done by Storm Desmond will take a while to recover and involved legal processes to re-route some of the paths.

## 01-05-13 **Planning**

NCC application 16/00362/LBC Listed Building Consent: Erection of single storey extension to rear and relocation of existing storage tank. Reiver House NE47 5AR  
Granted permission on 3<sup>rd</sup> May 2016

## 01-05-14 **Reports**

### **Northumberland County Council**

Cllr RM Gibson presented a report on NCC activities.

### **Sportsfield Association**

Cllr Walton provided the Council with an up-date.

## 01-05-15 **Review of Documents.**

### **Financial Regulations Documentation & Risk Management**

It was RESOLVED to continue insurance cover with Zurich Municipal.

### **The Assets Register**

This was increased to £6,030 to cover new computer and printer

01-05-16 **Audit**

**Internal Audit**

The Internal Audit has taken place and there were no matters arising. The Clerk was asked to thank the Internal Auditor and invite her for next year. The Internal Auditor has requested that her fee (£60) should be paid to “The Sick Children’s Trust.” This was agreed.

**External Audit to 31<sup>st</sup> March 2016**

This will be to BDO requirements and in line with Accounts and Audit (England) Regulations 2011 (Regulations 12-16) and the Audit Commission Act of 1998.

**Annual Statement of Accounts**

Cllr Newson proposed and Cllr Walton seconded that the annual financial return be accepted and this was signed by the Chairman. It was RESOLVED that the Council approve (in sequence) the Annual Governance Statement, the Accounting Statement, and the Annual Internal Audit Report.

**Audit Arrangements**

BDO requirements and in line with Accounts and Audit (England) Regulations 2011 (Regulations 12-16) and the Audit Commission Act of 1998.

**Exercise of Electors’ Rights**

The notice of appointment of date for the exercise of electors’ rights must be displayed for 14 days. The Audit Notice will be displayed in Parish Notice Board and the 30 Working Day Period for the Exercise of Public Rights commences on 3<sup>rd</sup> June and will end on 14<sup>th</sup> July. The Council will submit the annual return and supporting documentation presented at this meeting to BDO LLP by the agreed audit date of 16<sup>th</sup> May. Approval of Accounts should be no later than 30<sup>th</sup> June and Publication of Audited Accounts no later than 30<sup>th</sup> September 2016.

Common Inspection Period 1<sup>st</sup> to 14<sup>th</sup> July

01-05-17 **Finances**

**Bank Accounts** 31<sup>st</sup> March 2016 BMM £2601.09 Community £13524.86

**Income** half precept £4250.00 and Vendor number 6510 vat £177.54

**Section 137 Expenditure: Limit for 2016/17**

The Department for Communities and Local Government (DCLG) has confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2016/17 is £7.42.

**Payments by S/O**

Clerk’s Salary, HMRC and Meeting Room Rent are now paid by standing order.

**Payments Approved** Expenses £47.24 (vat £3.33), SLCC £50, OneandOne Website £45.82 (vat £7.64), Zurich Municipal Council Insurance £251.85 (approved at March meeting Tower Mint £152.28)

Audit fee payment to Children’s Trust £60 (LGA 1972 s137)

01-05-18 **Bus Shelter**

The land owners to the north of Sidgate junction will need to give their permission to site the shelter at the existing bus stop. NCC Highways have indicated a positive response to siting the shelter south of the road. There are several funding opportunities that could match the funding already pledged through the County councillor's scheme. Several builders have been asked to provide estimates for the work.

01-05-19 **Any Other Business**

The Chairman asked the Clerk to write to the WI and thank them for providing refreshments and drinks at the Lighting of the Beacon to celebrate the Queen's Birthday on 21<sup>st</sup> April.

01-05-20 **Date and Time of Next Meeting** - 7.00 pm, Monday 11<sup>th</sup> July 2016

The Meeting was closed at 9.15pm.

Signed Chairman .....

Date.....11<sup>th</sup> July 2016.....

**Members of the Council 2016-17**

*Chairman: Mr Michael W Gibson, Vice Chairman: Mr IS Hunter  
Mrs Jen Annan, Prof MD Newson , Mr HA Walton, Mrs KE Bell and Mr A Smith*